

Job Opportunity Bulletin

Post Date: April 7, 2017

COMMUNITY PROGRAM SPECIALIST II

Salary Ranges: \$4,600 - \$5,758

Permanent, Full-Time

FINAL FILING DATE: APRIL 21, 2017

We will consider candidates from the **Associate Governmental Program Analyst** eligibility list; however, the classification will be a CPS II.

RE-ADVERTISEMENT

If you applied for this position when it was originally posted on February 7, 2017, it is not necessary to submit a new application.

JOIN THE DDS TEAM!

For information about the
**DEPARTMENT OF
DEVELOPMENTAL SERVICES**

Please visit our website at
www.dds.ca.gov

Please refer to:
Position #: **473-442-8352-101**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Claudia Lutz
Number: (916) 322-7784
Email: claudia.lutz@dds.ca.gov

The Work Services Section (WSS) functions as liaison to a number of state agencies, statewide stakeholder groups and of the Department of Developmental Services' 21 contract agencies known as regional centers (RC). RCs are private, non-profit agencies that provide services in the community to individuals with developmental disabilities. The WSS staff is involved in a wide variety of activities and issues related to the RC's delivery of employment, day program, transportation, miscellaneous services and the Foster Grandparent/ Senior Companion Program, the Department's Student Intern Program and other ancillary and/or generic services.

For complete duties, please see duty statement on the following page.

DESIRABLE QUALIFICATIONS:

- ❖ Excellent oral and written communication and interpersonal skills.
- ❖ Demonstrate the ability to work in a fast-paced environment and to organize/prioritize workload to meet demands.
- ❖ Proficient in Microsoft Word, Excel, PowerPoint and Outlook.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority. Please include the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification) and **position #473-442-8352-101** on your application. If you are using list eligibility from an on-line exam to qualify for this position, you **must** include with your application any documentation (i.e., copy of transcript, degree, license, etc.) to verify meeting the MQs. Candidates using their AGPA eligibility must meet the MQs for **both** classifications. If it is determined that an applicant does not meet the MQs of the classifications, the applicant will not be considered and may be withheld from the eligible list.



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

**COMMUNITY SERVICES DIVISION
OFFICE OF COMMUNITY OPERATIONS
PROGRAMS AND POLICY BRANCH
WORK SERVICES SECTION**

DUTY STATEMENT

JOB TITLE: Community Program Specialist II

POSITION #: 473-442-8352-101

POSITION DESCRIPTION: The Work Services Section (WSS) functions as liaison to a number of state agencies, statewide stakeholder groups and of the Department of Developmental Services' (Department) 21 contract agencies known as regional centers. Regional centers are private, non-profit agencies that provide services in the community to individuals with developmental disabilities. The WSS staff is involved in a wide variety of activities and issues related to the regional centers' delivery of employment, day program, transportation, miscellaneous services and the Foster Grandparent/Senior Companion Program (FGSCP), the Department's Student Intern Program and other ancillary and/or generic services provided to individuals with developmental disabilities. The Community Program Specialist II works in partnership with other Federal and State agencies, regional centers, consumers, work services providers, FGSCP staff, schools and other stakeholders to strengthen complex working relationships towards achievement of the stated program goals.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to and is under the direction of the Section Chief or Assistant Section Chief, WSS (SSM II).

EXAMPLES OF DUTIES:

Essential Job Functions:

- 30% Prepare bill analyses, reports, correspondence, charts, policy, program implementation and other written documents that respond to assignments, inquiries, issues, and/or complaints related to assigned area(s) of responsibility.
- 20% Coordinate activities with departmental units, other state departments, federal agencies, and non-governmental entities as necessary to accomplish assignments. Includes participation in joint workgroup activities, staff work to support the Departments stated program goals.
- 15% Provide information on employment, day program, transportation, FGSCP, schools and other ancillary services to consumers, parents, regional center staff, business leaders, departmental management and/or service providers. Review and provide technical assistance to regional center implementation of regulatory and statutory requirements pertaining to habilitation, day, transportation, FGSCP and miscellaneous services and make recommendations to management as appropriate.

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- 15% Collaborate with stakeholders to develop and update written and web-based materials useful to consumers, families, regional centers, service providers and other stakeholders. Includes updating and maintenance of content on the departments website related to employment, day programs and transportation.
- 15% Serve as the Department's primary liaison to regional centers on employment, day, transportation, and miscellaneous services related to policy and review and analyze information pertaining to regional center delivery of services. Serve as secondary liaison to regional centers on the FGSCP related to the implementation of the federal contract.

Marginal Job Functions:

- 5% Act on behalf of the Chief of the work services section in the absence of both the Chief and Assistant Chief. Function as lead, coordinating staff activities to complete, update and/or compile large reports and projects.

WORKING CONDITIONS: Work is performed in an open-spaced partitioned office environment. Some statewide travel up to 15%, tight timelines, and working on a personal computer 15% to 80% of total office time.

DESIRABLE QUALIFICATIONS:

Proficient in Outlook, MS Word, Excel, PowerPoint, and Access. Understand the basic principles of public administration, data analysis, and the state budgetary preparation process and control. Understanding of the processes of community and group interaction in developmental disabilities planning procedures; current trends and promising practices in developmental disabilities, public health; and governmental accountability procedures.

Manage multiple projects in order to meet Departmental goals and objectives. Work collegially in multidisciplinary teams, and develop and maintain cooperative and harmonious relationships with regional center and developmental center administrators, other state agencies, peers, the public, and others.

CERTIFICATION OR LICENSE: None.